

FACILITY MAINTENANCE SUPERVISOR

NATURE OF WORK

This is skilled supervisory work directing a crew of journey level semi-skilled workers engaged in the repair and maintenance of mechanical and electrical equipment related to a water pollution control plant or a water production and treatment system.

Work involves responsibility for supervising and participating in the work of crews engaged in the repair and maintenance of mechanical and electrical equipment such as pumps, valves, blowers, and other equipment related to a water pollution control plant or a water production and treatment system. Employees of this class are required to direct work of a variety of crews and must act as supervisor in various areas. General supervision is received from an administrative or a technical superior in the form of oral and written work orders, consultation, and inspection of work in progress and upon completion. Supervision is exercised over skilled and semi-skilled workers.

EXAMPLES OF WORK PERFORMED

Inspects sludge or water transmission lines, pumps, wells, compressors and motors, and related equipment to identify conditions calling for electrical or mechanical repair.

Inspects work in progress and upon completion for conformance with instructions and standard trade practices and to insure that established standards are being maintained.

Prepares performance appraisals and work schedules, assigns work orders and prepares or reviews time reporting of subordinates; maintains utility plant mechanical/electrical work order files and repair and maintenance records pertaining to the preventative maintenance program.

Coordinates mechanical/electrical tasks with appropriate maintenance and operations supervisors as needed; participates in troubleshooting maintenance and repair activities and assumes responsibilities of individual mechanics and electricians as needed.

Supervises and participates in the maintenance and repair of specialized equipment such as electric and pneumatic valves, mechanical seals, air relief valves, belt filter presses, sludge collecting and aeration equipment, gear reducers, high voltage motors, pumps and compressors.

Checks methods and equipment used by subordinates to insure their safety and to insure that proper protective equipment is being used; assists in technical and safety training for subordinate personnel.

Implements the preventative maintenance program as it relates to mechanical/electrical utility plant equipment; recommends more efficient maintenance and repair procedures as appropriate.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the mechanical and electrical systems and functions of the equipment used in a water pollution control plant or water production and treatment system including the maintenance and repair of same.

Considerable knowledge in the use of tools, test equipment, and shop equipment used in maintenance and repair of mechanical and electrical power utility plant equipment.

Considerable knowledge of the hazards involved in equipment maintenance and repair and of precautionary measures to be taken.

Knowledge of basic mathematics.

Knowledge of electrical and fire codes.

Some knowledge of electrical equipment and systems.

Some knowledge of working with budgets.

Some knowledge of computer applications.

Ability to inspect mechanical and electrical equipment such as pumps, high voltage motors, compressors, sludge or water transmission lines and other equipment related to a water pollution control plant or water production and treatment system in order to determine maintenance and repair needs.

Ability to establish and maintain effective working relationships with subordinates and co-workers.

Ability to assist in the design and planning of new installations.

Ability to communicate effectively, both orally and in writing.

Ability to plan, organize and supervise the work of subordinate employees engaged in the repair and maintenance of all electrical and mechanical equipment related to a water pollution control plant or water production and treatment system.

Ability to keep records of work completed and make reports on same.

Skill in the use of tools, and in the operation of equipment used in this type of work.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by vocational or technical training in mechanical or electrical maintenance or related field and holding a Grade IV Water Operator's certificate or higher and considerable experience at the skilled level in the repair and maintenance of mechanical and electrical equipment such as is found in water pollution control plants or water production and treatment systems plus supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience at the skilled level in the repair and maintenance of mechanical and electrical equipment plus some supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

DESIRABLE SPECIAL QUALIFICATION

Possession of a valid State of Nebraska Pump Installation Supervisors license.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska driver's license is necessary to the satisfactory performance of assigned duties.

3/91

Class Code Change: 8/95

Title Change & Revision: 2/2000

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